

United States Mission Abuja

Vacancy Announcement

No. 2009-012	Date: February 4, 2009	Ref:
Subject:	ADMINISTRATIVE CLERK (A52981)	
Location:	LAGOS – GENERAL SERVICES OFFICE (GSO)	
Applicability:	ALL INTERESTED CANDIDATES	

OPEN TO: All Interested Candidates

POSITION TITLE: Administrative Clerk FSN-05*; FP-09*

OPENING DATE: February 5, 2009

CLOSING DATE: February 19, 2009

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not Ordinarily Resident: US\$27,026 p.a. (Starting salary)
(Position Grade: FP-09 to be confirmed by Washington)

*Ordinarily Resident: N1.268,182 p.a. (Starting basic salary)
Position Grade: PSA-05
In addition to the basic salary, all allowances will be paid
in accordance with the Mission Local Compensation Plan.

**NOTE: ALL ORDINARY RESIDENT APPLICANTS MUST HAVE THE
REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR
CONSIDERATION.**

The U.S. Consulate General in Lagos is seeking to employ a suitable and qualified candidate for the position of Administrative Clerk in the General Services Offices of the Consulate General.

BASIC FUNCTION OF THE POSITION:

The incumbent tracks vehicle usage information and prepares ICASS billing reports. Coordinate all ICASS report to Motor Pool, liaises with the Financial Office (FMO) to ensure all necessary report are submitted in an accurate and timely manner. Receives and reviews daily vehicle and boat trip logs for completeness and accuracy. Collect records of maintenance supplies used on vehicles and boats from the vehicle Maintenance Shop and records the information in the appropriate computer software as instructed.

To obtain a copy of this announcement and the position description, please visit our Mission websites at:

<http://af.p.state.sbu/sites/Abuja/default.aspx>
http://nigeria.usembassy.gov/job_opportunities.html

POSITION REQUIRMENTS:

NOTE: All applicants **MUST address each selection** criterion detailed below with specific and comprehensive information supporting each criterion or the application will not be considered.

1. Completion of Secondary School is required.
2. Two years of work experience performing clerical and administrative duties, utilizing Microsoft computer applications for record keeping, writing reports and performing other clerical duties as necessary.
3. Level 3 (Good working knowledge) in both written and spoken English is required.
4. Must be able to read and write reports and communicate clearly on the phone or by radio when necessary.
5. Must have a comprehensive knowledge of Microsoft applications, including word, Excel, Access and Outlook (40 words per minute is required).
6. Must have the ability to perform all Motor Pool clerical duties, including filing, record keeping, preparing reports and correspondence, upkeep of office machines and equipment, ordering supplies for motor pool office use and distributing to motor pool employees for official use.

SELECTION PROCESS:

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of the employment.
4. Currently employed NORs hired under a Personnel Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Current employees who are qualified will be given preference.
6. Only successful applicants who meet the minimum requirements will be notified.
7. The Human Resources Office will **NOT** accept applications or resumes **submitted in U.S. Government official envelopes.**
8. **The minimum requirements must be adequately addressed in the cover letter of your application package. Failure to do so will disqualify your application.**

TO APPLY

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. **Application for US Federal Employment (SF-171 or OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612; plus.**
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

4. A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised. Please reference the job title and announcement number on the application letter.

SUBMIT APPLICATION TO:

Embassy of the United States of America
Human Resources Office
Plot 1075 Diplomatic Drive
Central District Area
Abuja.

POINT OF CONTACT:

Tel: 09-461-4000 Ext 4274
Fax: 09-461-4036

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 - A. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 - B. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S.

Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: (February 19, 2009)

The US Mission in Nigeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

An Equal Opportunity Employer

Approved:S/HRO:ABrown

Drafted:HR:MCaicedo/Ca

Cleared: GSO: JHaskins

Cleared:FMO:KDoyle